

# PERSONNEL/JUDICIAL COMMITTEE

## A G E N D A

TUESDAY, SEPTEMBER 19, 2006

**4:00 P.M.**

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

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PAGE NO.

- |       |      |   |
|-------|------|---|
|       | I    | CALL TO ORDER   |
|       | II   | ROLL CALL   |
| 1- 3  | III  | MINUTES (8/15/06)   |
|       | IV   | PUBLIC INPUT  |
|       | V    | PETITIONS AND COMMUNICATIONS  |
| 4- 9  | A.   | Bay County Treasurer - Purchase BS&A Software for Equalization, Tax Administration and Delinquent Tax Administration <b>(Seeking authorization to purchase required software/hardware/service/support from BS&amp;A Software, Inc.; authorization for Board Chair to sign required documents; approval of any required budget adjustments - proposed resolution attached)</b> |
| 10-11 | B.   | Robert J. DuFresne - Request to Purchase Military Time from 8/27/82 thru 6/9/86 for Retirement Purposes <b>(Committee approval required, no Board action required)</b>  |
| 12-13 | C.   | Office of Criminal Defense - 2005-2006 Cost of Assigned Counsel Comparison <b>(Receive)</b>   |
| 14-24 | D.   | Personnel Director  |
| 25    | 1.   | Vacancies <b>(Seeking authorization to post/fill - proposed resolution attached)</b>  |
| 26    | 2.   | Reclassifications <b>(Seeking Board approval - proposed resolution attached):</b>   |
|       | a.   | Mosquito Control Director to MB10, 3 year level   |
|       | b.   | Mosquito Control Supervisor to MB09, 2 year level   |
|       | VI   | REFERRALS   |
|       | VII  | UNFINISHED BUSINESS   |
|       | VIII | NEW BUSINESS  |
|       | IX   | MISCELLANEOUS   |
|       | X    | ADJOURNMENT   |

**PLEASE NOTE:** THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/DIVISION HEAD PLACING AN ITEM ON THE PERSONNEL/JUDICIAL COMMITTEE AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.

# PERSONNEL/JUDICIAL COMMITTEE

## MINUTES

**MEETING OF THE PERSONNEL/JUDICIAL COMMITTEE ON AUGUST 15, 2006, in the Commission Chambers, Fourth Floor, Bay County Building.**

**CALL TO ORDER**

**ROLL CALL:**

### MOTION NO.

COMMISSIONERS PRESENT		1	2	3	4	5	6	7	8	9	10	11
RICHARD L. BYRNE, CHAIR	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
KIM COONAN, VICE CHAIR	P	Y	Y	M/Y	Y	M/Y	Y	M/Y	M/Y	Y	S/Y	
DAWN A. KLIDA	P	M/Y	Y	Y	M/Y	Y	M/Y	N	Y	Y	Y	
ERNIE KRYGIER	P	S/Y	S/Y	S/Y	Y	S/Y	Y	S/Y	S/Y	S/Y	Y	
BRIAN K. ELDER, EX OFFICIO	P	Y	M/Y	Y	S/Y	Y	S/Y	Y	Y	M/Y	M/Y	

### MOTION NO.

COMMISSIONERS PRESENT		12	13	14	15	16	17	18	19	20	21	22
RICHARD L. BYRNE, CHAIR												
KIM COONAN, VICE CHAIR												
DAWN A. KLIDA												
ERNIE KRYGIER												
BRIAN K. ELDER, EX OFFICIO												

### MOTION NO.

COMMISSIONERS PRESENT		23	24	25	26	27	28	29	30	31	32	33
RICHARD L. BYRNE, CHAIR												
KIM COONAN, VICE CHAIR												
DAWN A. KLIDA												
ERNIE KRYGIER												
BRIAN K. ELDER, EX OFFICIO												

**OTHERS PRESENT:** V.BEGICK, D.TILLEY, M.GRAY, M.FITZHUGH, M.REGULSKI, K.PETERSEN, M.JANISKEE, K.ASBURY, J.DAVIDSON, B.MACGREGOR, H.WETTERS, S.PACHECO, R.REDMOND, D.BERGER

**MEETING CALLED TO ORDER AT 4:00 P.M. BY CHAIRMAN BYRNE.**

**M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT**

-/-

MOTION NO.

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- 1                    MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE JULY 18, 2006 PERSONNEL/JUDICIAL COMMITTEE MEETING AS PRINTED.**

Public input was called with no one wishing to address the Committee.

Michael Gray, Assistant County Executive for Administrative Services, reported that Bay County and Kairos Health Care were in agreement that the substance abuse treatment at the Bay County Juvenile Home must be terminated as of 8/31/06. No additional referrals have been taken after 8/2/06. Expenditures are exceeding revenues, a problem that exists in other counties as well. Commissioner Vaughn Begick questioned if our youth are being sent and treated by outside substance abuse treatment programs and Mr. Gray advised that Probate Court has budgeted funds for other placements, however, these funds are limited. Corporation Counsel Marty Fitzhugh advised that authorization should be granted to terminate the agreement current with Kairos Health Care. Following brief discussion, it was

- 2                    MOVED, SUPPORTED AND CARRIED TO RECEIVE UPDATE AND RECOMMEND BOARD AUTHORIZATION TO TERMINATE THE EXISTING CONTRACT WITH KAIROS HEALTH CARE FOR THE SUBSTANCE ABUSE TREATMENT PROGRAM AT THE BAY COUNTY JUVENILE HOME.**
- 3                    MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL REQUESTED SEASONAL AND PART TIME POSITIONS AT THE BAY COUNTY CIVIC ARENA.**
- 4                    MOVED, SUPPORTED AND CARRIED TO RECEIVE THE MINIMUM WAGE INFORMATION AS PROVIDED BY THE PERSONNEL DIRECTOR.**
- 5                    MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A FULL TIME DISPATCHER VACANCY IN 9-1-1 CENTRAL DISPATCH.**
- 6                    MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL A FULL TIME ASSISTANT PROSECUTOR VACANCY IN THE PROSECUTOR'S OFFICE. (NOTE: APPROVED BY FULL BOARD 8/15/06 - RES. NO. 2006-180).**

A request from the Bay County Prosecutor Kurt Asbury to pay his newly appointed Chief Assistant Prosecutor Nancy Borushko at the MN16 scale - 4 year level was considered. It was the recommendation of Personnel Director Ken Petersen to pay Mrs. Borushko at the 2 year level. Mrs. Borushko was making \$66,091, the 2 year

MOTION NO.

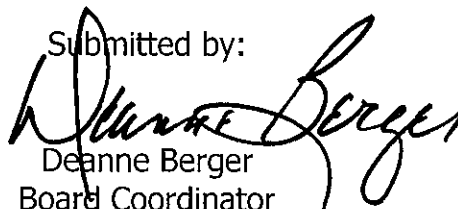
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level pays \$73,362 and the 4 year level pays \$79,955. Mr. Asbury argued that Mrs. Borushko will make less money than 2 attorneys she will be supervising, i.e. Martha Mettee and Richard Dresser, both at or around \$74,000. He did not feel this was appropriate given the scope of the duties assigned to the Chief Assistant Prosecutor. Mr. Asbury also reminded that when he was named Chief Assistant Prosecutor in 2001, at the request of then Prosecutor Joseph Sheeran, Mr. Asbury was raised to the 4 year level even though the Personnel Director at the time recommended the 2 year level. He felt the same should be done for Mrs. Borushko. Commissioner Klida argued in favor of Mr. Asbury's request and felt, at the very least, there could be a compromise at the 3 year level, i.e. \$76,710. Discussion centered on the 75% pay for deputy elected officials but Mr. Petersen noted that in this case and that of the Sheriff and County Executive, this does not apply. Mr. Petersen explained the process of step increases. Commissioner Klida reiterated that she did not support the 2 year level for the new Chief Assistant Prosecutor, she should at least be placed at the 3 year level so she is making more than everyone she supervises. Committee Chair Richard Byrne noted that he was on the Board in 2001 when Mr. Asbury was granted the 4 year level of pay but noted this occurred prior to loss of state revenue sharing, early retirements, and efforts to reduce general fund spending. It was

- 7            **MOVED, SUPPORTED AND CARRIED TO CONCUR WITH THE PERSONNEL DIRECTOR'S RECOMMENDATION TO PAY NANCY BORUSHKO, CHIEF ASSISTANT PROSECUTOR, AT THE MN16 - 2 YEAR LEVEL.**
- 8            **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE REPORT/ COMPARISON ON COST OF ASSIGNED COUNSEL**
- 9            **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE CONTRACT ADDENDUM WITH SWANSON SERVICES CORPORATION, A COMPONENT OF THE RECENTLY BOARD APPROVED KIOSK SITE AGREEMENT WITH SOURCE TECHNOLOGIES, LL.; AUTHORIZATION FOR BOARD CHAIR TO SIGN REQUIRED DOCUMENTS. (NOTE: APPROVED BY FULL BOARD 8/15/06 - RES. NO. 2006-182).**

There being no further business, it was

- 10           **MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:25 P.M.).**

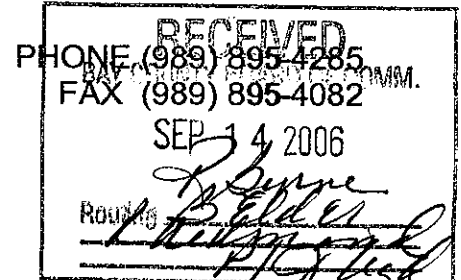
Submitted by:  
  
Deanne Berger  
Board Coordinator



## COUNTY OF BAY

515 Center Avenue, Suite 103 Bay City, MI 48708-5122

RICHARD F. BRZEZINSKI  
BAY COUNTY TREASURER



To: Richard L. Byrne, Chair of Personnel/Judicial Committee  
Date: September 13, 2006  
Re: Purchase BS&A Software Inc. (BS&A) for Equalization, Tax Administration,  
Delinquent Tax Administration

### Request:

Approve purchasing BS&A Software for Equalization, Tax Administration and Delinquent Tax Administration. This software would replace the current Resource Software in use since 1998.

### Background:

Prior to 1998, all of the computer programs for equalization, tax billing, tax administration and delinquent tax administration were maintained on the County's mainframe AS 400 computer. There was a decision made to switch from the County's mainframe computer to a software package provided by an outside vendor. The reason for the change was primarily a result of the need to rewrite programs to meet the changes brought on by Proposal A. There were outside vendors including Resource, BS&A, and Manatron developing PC based tax programs to be used by counties, cities and townships. Resource was selected mainly because the majority of cities and townships in Bay County were using Resource Software and the County and the local units would have compatible software and many of the local units were not willing to buy new software after their recent purchase of Resource Software.

Resource Software programs performed adequately since 1998 with occasional problems that were corrected reasonably well. However, settlement between the County and local units in March 2006 resulted in many problems with balancing, programs not running, reports providing illogical information. This resulted in the Treasurer's office staff and Information Systems staff being tied up an excessive amount of time, delaying the collection of delinquent taxes on the computer system, requiring additional manual calculations and double processing and slowing down the processing on delinquent tax proceeds to the bank. Also,

delaying the settlement with the local units. In addition, this situation resulted in the delayed completion of other duties for the accountants in the Treasurer's office including bank reconciliations and providing information to the Finance Department. **Resource Software's response to the situation was inadequate and unacceptable.** Bob Super of ISD determined that the most likely reason for this situation was caused because the hardware in the Treasurer's office was upgraded and Resource is still running DOS based programs that are quite old and could not keep up with the new hardware.

In discussions with other county treasurers, I found out other counties using Resource were experiencing similar problems such as Gladwin County or had similar problems in the past and switched to BS&A like Clinton, Livingston and Sanilac County.

BS&A Software, Inc. is a leader in the Michigan Municipal Software market, providing more than 20 different software products for cities, townships, villages and counties around the state. With 1,500+ customers using their products, they have demonstrated continued success in addressing their customer's needs. The company was founded in 1987 and has grown to 53 employees.

BS&A Software, Inc. specializes in creating extremely powerful and friendly Windows 32-bit software packages for municipal customers. Over 88% of the Michigan Assessors use the Equalizer Assessing system. The Equalizer Tax System is used by over 63% of the Michigan Treasurers. 64 of the 83 counties use the County Equalization Software. 42 of the 83 counties in Michigan use the County Tax Software.

BS&A Software, Inc has converted many counties in the last few years including many that are former Resource customers. All of the County Treasurers I have spoken to are glad they made the switch.

Several of the local units in Bay County have expressed an interest in switching to BS&A. The City of Essexville has used it for three years and Monitor Township switched this year. Both treasurers have reported favorable results.

All assessors in Bay County now use the Equalizer assessing package and provide information to the County's Equalization Department. Bob Peltier has indicated that BS&A software works well. Bob has indicated that he is in favor of switching from Resource to BS&A for the Equalization part of the tax billing responsibility.

Bay County has established a committee to investigate and evaluate the purchase of accounting software to replace the current accounting programs on the AS400 mainframe computer. Presentations from six companies, including BS&A have been made and formal proposals from three have been received. None of the companies have software for the equalization, tax administration and delinquent

tax administration with the exception of BS&A. Each of the other five companies' software is compatible to BS&A and none of the companies are familiar with Resources software.

For several years, high volume users of public information concerning taxes and delinquent taxes such as title companies, financial institutions, and realtors have been asking for internet access. Currently, one title company uses a process by dialing in through a modem to a PC in my office for two hours a day. This process was set up several years ago to be a "temporary solution". Recently I requested Resource to help provide the information on our internet. They were reluctant and indifferent to help provide my requested information. BS&A already has a module to provide this service. Several Michigan counties that have this service on their internet use BS&A software.

### **Finance/Economics**

BS&A has provided a written bid of \$118,895.00 for required software, installation, data conversion and training. The first year of service and support is free with the 2<sup>nd</sup> and 3<sup>rd</sup> year at \$8,600.00. Future year's increases are limited to the yearly increase in the Consumers Price Index. Resource is currently charging \$21,200.00 per year for service and support. The savings in reduced annual support alone would pay for the software in ten years.

The source of funding would come completely from the recently created Tax Reversion fund. The fund has accumulated approximately \$85,000.00 in excess revenue after expenditures paid to Title Check for title searches, property visits, notifications and property sales. BS&A is willing to accept payments over a three year period interest free.

### **Recommendation:**

Based on:

- Reliability both for product and support;
- Compatibility with local units, proposed accounting software, equalization and assessors;
- Favorable comments from current users at the local and other county level;
- Established as the premier software company in Michigan for the total tax collection process;
- Ability to update software to address the changes in tax laws in recent years;

I recommend your approval to purchase BS&A software to replace the current Resource software for the complete equalization, tax administration and

delinquent tax administration. Total software costs not to exceed \$130,000.00 (bid plus 10% contingency) and up to \$20,000.00 for any hardware that may be required.

All contracts to be reviewed by Corporate Counsel and signed by the Chairman of the Board Of Commissioners.



**BAY COUNTY BOARD OF COMMISSIONERS**  
**10/10/06**

**RESOLUTION**

BY: PERSONNEL/JUDICIAL COMMITTEE (9/19/06)

WHEREAS, Prior to 1998, all of the computer programs for equalization, tax billing, tax administration and delinquent tax administration were maintained on the County's mainframe AS 400 computer; and

WHEREAS, Due to the need to rewrite programs resulting from the changes brought on by Proposal A, a decision was made to switch from the County's mainframe computer to a software package provided by an outside vendor; and

WHEREAS, There were outside vendors including Resource, BS&A and Manatron developing PC based tax programs to be used by counties, cities and townships and Resource was selected by Bay County because the majority of cities and townships in Bay County were using Resource Software and the County and local units would have compatible software; and

WHEREAS, Resource Software programs performed adequately since 1998 with occasional problems that were corrected reasonably well, however, settlement between Bay County and local units in March 2006 resulted in many problems with balancing, programs not running, reports providing illogical information and a significant amount of staff time being spent on trying to resolve the problems and there were delays in settlement with the local units; and

WHEREAS, Resource Software's response to the situation was inadequate and unacceptable; and

WHEREAS, BS&A Software, Inc. Is a leader in the Michigan Municipal Software market and BS&A Software has converted many counties in the last few years including many former Resource customers and, in a poll of those counties, all are satisfied they switched to BS&A Software; and

WHEREAS, BS&A's bid for required software, installation, data conversion and training is \$118,895 with the first year of service/support provided free and the 2<sup>nd</sup> and 3<sup>rd</sup> year cost for service/support being \$8,600; and

WHEREAS, \$85,000 (excess revenue after expenditures paid to Title Check for title searches, property visits, notifications and property sales) is available in the recently created Tax Reversion fund and BS&A is willing to accept payments over a three (3) year period interest free; Therefore, Be It

RESOLVED By the Bay County Board of Commissioners that authorization is granted to

# BAY COUNTY BOARD OF COMMISSIONERS

## 10/10/06

### RESOLUTION

purchase BS&A software to replace the current Resource software for complete equalization, tax administration and delinquent tax administration with total software costs not to exceed \$130,000 (bid plus 10% contingency) and up to \$20,000 for any hardware that may be required; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute required contracts and related documents on behalf of Bay County following legal review/approval; Be It Finally

RESOLVED That budget adjustments required are approved.

RICHARD L. BYRNE, CHAIR  
AND COMMITTEE

Treas - BS&A Software Inc.

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Richard L. Byrne				Dawn A. Klida				Brian K. Elder			
Patrick H. Beson				Ernie Krygier				Eugene F. Gwizdala			
Vaughn J. Begick				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_

AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

Robert DuFresne  
301 S. Van Buren Street  
Bay City, MI 48708

August 16, 2006

To: Bay County Board of Trustees

I, Robert J. DuFresne, would like to purchase my military service time from August 27, 1982 to June 9, 1986.

Enclosed is a certified copy of my Form DD214. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Robert J. DuFresne".

Robert J. DuFresne

**CERTIFICATE OF RELEASE OR DISCHARGE  
FROM ACTIVE DUTY**

8-5-86 *H. H. H. H.*  
COUNTY CLERK

BARBARA ALBERTSON, County Clerk

-11-



BAY COUNTY  
DEPARTMENT OF CRIMINAL DEFENSE

Mark E. Janer P34342  
Chief Defense Attorney

Kenneth M. Malkin P36574  
Criminal Defense Attorney

September 6, 2006

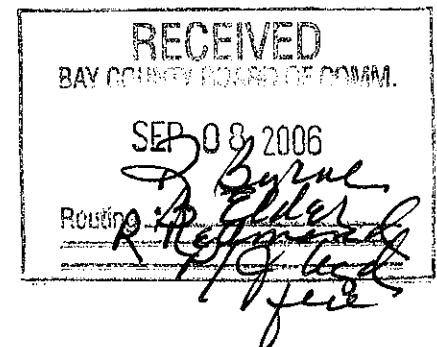
RICHARD BYRNE  
PERSONNEL/JUDICIAL COMMITTEE  
515 CENTER AVENUE  
BAY CITY MI 48708

Dear Mr. Byrne:

**2005 & 2006 Cost of Assigned Counsel Comparison**

	Jan'06	Jan'05	Feb'06	Feb'05
Criminal Defendants				
Assigned	237	187	198	161
OCD	187(79%)	158(84%)	152(77%)	139(86%)
Private Counsel	50(21%)	29(16%)	46(23%)	22(14%)
Atty fees - Circuit Ct	\$354	\$318	\$774	\$2,990
Atty fees - District Ct	\$55	\$2,940	\$1,265	\$1,322

	Mar'06	Mar'05
Criminal Defendants		
Assigned	198	167
OCD	173(87%)	134(80%)
Private Counsel	25(13%)	33(20%)
Atty fees - Circuit Ct	\$20,557	\$9,938
Atty fees - District Ct	\$7,733	\$7,437



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	<b>Apr'06</b>	<b>Apr'05</b>	<b>May'06</b>	<b>May'05</b>
Criminal Defendants				
Assigned	210	188	233	171
DCD & DPD	190(90%)	126(67%)	217(93%)	131(77%)
Private Counsel	20(10%)	62(33%)	16(7%)	40(23%)
Atty fees - Circuit Ct	\$20,557	\$9,938	\$20,690	\$12,087
Atty fees - District Ct	\$7,733	\$7,437	\$4,030	\$5,394

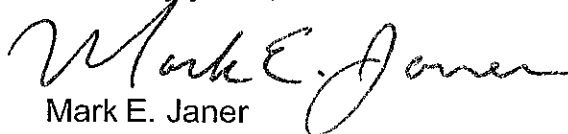
	<b>Jun'06</b>	<b>Jun'05</b>	<b>Jul'06</b>	<b>Jul'05</b>
Criminal Defendants				
Assigned	248	196	185	177
DCD & DPD	231(93%)	166(85%)	178(96%)	151(85%)
Private Counsel	17(7%)	30(15%)	7(4%)	26(15%)
Atty fees - Circuit Ct	\$11,974	\$23,430	\$17,961	\$12,721
Atty fees - District Ct	\$10,853	\$7,824	\$2,373	\$5,416

	<b>2006 Jan-July</b>	<b>2005 Jan-July</b>	
Criminal Defendants			
Assigned	1509	1247	<b>+21%</b>
OCD(DCD & DPD)	1328(88%)	1005(81%)	<b>+32%</b>
Mo. Aver. per Atty	38	29	<b>+31%</b>
Private Counsel	181(12%)	242(19%)	<b>-25%</b>

Note: OAC pays 2005 fees for private counsel until February 28, 2006. On April 1, 2006, the Office of Criminal Defense(OCD) was divided into two separate offices and began functioning as the Department of Criminal Defense (DCD) and the Department of Public Defender(DPD). If there is a need for further information, please feel free to contact me.

I remain

Sincerely yours,



Mark E. Janer

Chief Defense Attorney Department of Criminal Defense

cc Mr. Thomas Hickner  
Mr. Ken Petersen  
Ms. Kathryn Fehrman



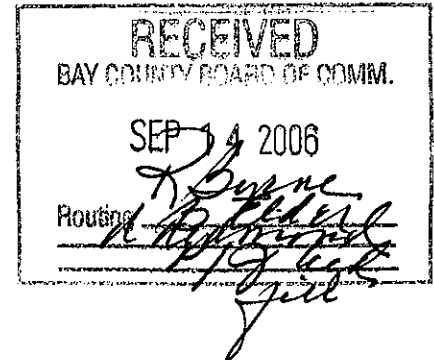
**BAY COUNTY  
PERSONNEL DEPARTMENT**

**Kenneth R. Petersen**  
Personnel Director  
[petersenk@baycounty.net](mailto:petersenk@baycounty.net)

**Thomas L. Hickner**  
County Executive

September 14, 2006

Mr. Richard Byrne, Chairperson  
Personnel/Judicial Committee  
Bay County Board of Commissioners  
515 Center Ave.  
Bay City, MI 48708



**Re: Items for the Agenda of the Personnel/Judicial Committee**

Dear Commissioner Byrne:

Please consider the following items for the agenda of your committee for its meeting on September 19, 2006.

- 1. Request:** Becky Reimann of Division on Aging has submitted a request to post and fill a Part-time Driver vacancy.

**Background:** Employee has submitted resignation.

**Finance/Economics:** Part-time, U.S.W. position, 25 hours per week, \$9.31 per hour entry, progressing to \$10.75 per hour after 6 years (TS03), limited benefits.

**Recommendation:** Approve the posting and filling of the part-time Division on Aging Driver position.
- 2. Request:** Rick Pabalis of Building and Grounds has submitted a request to post and fill a part-time Community Center Attendant vacancy.

**Background:** Employee has submitted resignation.

**Finance/Economics:** Part-time, U.S.W. position, part-time variable hours, \$10.02 per hour entry, progressing to \$11.80 per hour after 6 years (TS04), limited benefits.

**Recommendation:** Approve the posting and filling of the part-time Community Center Attendant position.
- 3. Request:** Kathryn Fehrman has submitted a request to post and fill a Defense Attorney vacancy in the Office of Criminal Defense, Unit "B".

Mr. Richard Byrne, Chairperson  
Personnel/Judicial Committee  
Bay County Board of Commissioners  
September 14, 2006  
Page 2

- Background:** Employee has submitted resignation. See attached letter dated September 6, 2006, from Mark Janer, for background information.
- Finance/Economics:** \$54,392 per year entry, progressing to \$66,019 after 3 years (PN10), full benefits.
- Recommendation:** Grant permission to post and fill the Attorney vacancy.
4. **Request:** Sheriff Miller has submitted a request to post and fill a mandated CFO position.
- Background:** There is currently a vacancy due to a termination of employment.
- Finance/Economics:** Full-time, POLC union, CFO unit, \$14.60 per hour entry, progressing to \$20.44 per hour after 5 years.
- Recommendation:** Grant permission to post and fill the Correctional Facility Officer vacancy.
5. **Request:** Mike Gray has submitted a request to post and fill a Senior Technical Services Coordinator vacancy with the Information Systems Division.
- Background:** Employee has submitted resignation.
- Finance/Economics:** Full-time, BCAMPS union, \$1,571.20 biweekly entry, progressing to \$1824.00 biweekly after 3 years (PB07), full benefits.
- Recommendation:** Grant permission to post and fill the Senior Technical Services Coordinator position.
6. **Request:** Barb MacGregor of the Health Department has submitted a request to post and fill a full-time Screening Technician position with the WIC Program.
- Background:** Employee is retiring.
- Finance/Economics:** Full-time U.S.W. position, \$11.03 per hour entry, progressing to \$13.07 per hour after 2 years (TU05), full benefits, 100% grant-funded.



Mr. Richard Byrne, Chairperson  
Personnel/Judicial Committee  
Bay County Board of Commissioners  
September 14, 2006  
Page 3

**Recommendation:** Approve the posting and filling of the full-time Screening Technician position.

7. **Request:** Move Tom Putt, Mosquito Control to an MB10, 3 year level.  
Move Mary McCarry, Mosquito Control to an MB09, 2 year level.


**Background:** These positions were repointed as part of the reorganization of Mosquito Control and Animal Control.

**Finance/Economics:** Cost increases will be covered by the elimination of the Animal Control Director position.

**Recommendation:** Approve the reclassification of these two positions.

Thank you for considering these items for the agenda of your committee.

Sincerely,

  
Kenneth R. Petersen  
Personnel Director

cc: Tom Hickner  
Mike Gray  
Marty Fitzhugh  
File

TO: Ken Petersen  
FROM: Becky Carlson Reimann  
SUBJ: Vacancy - Driver position  
DATE: August 31, 2006

We have received the resignation of one of our drivers, Judy Mitchell, who will be relocating to another state. I am requesting this vacancy be placed on the next Personnel Committee. The home delivered meals driver position is a part-time position in the part-time steelworker unit, working up to 25 hours/week. The current entry level for this position is \$9.31/hour (TS03).

Please place this vacancy on the next Personnel/Judicial Committee meeting. Thank you.

cc: Barb MacGregor  
Paul Pabalis

THOMAS L. HICKNER  
Bay County Executive



Richard C. Pat  
Superintendent of Build


BAY COU  
BUILDINGS AND GROU  
DEPARTM

Bay County Buil  
515 Center Avenue, Suite C  
Bay City, Michigan 48708-

(989) 895-4  
FAX (989) 895-4  
TDD (989) 895-4  
(HEARING IMPAIR)

# MEMO

TO: KEN PETERSEN  
PERSONNEL DIRECTOR

FROM: RICK PABALIS   
SUPERINTENDENT OF BUILDINGS AND GROUNDS

RE: COMMUNITY CENTER ATTENDANT

DATE: SEPTEMBER 7, 2006

One of our part-time weekend Community Center Attendants is leaving September 17, 2006. We have had two people in this position so there is another person to fall back on when someone is sick or unable to work.

I respectfully request we fill this budgeted part-time weekend attendant position for the Community Center.

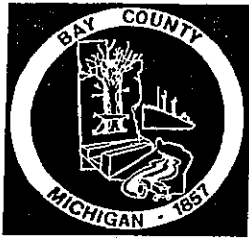
Thank you.

RP/wd

cc: Mike Gray  
Bob Gonzales  
file

kpetersen-commcenterattendant

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# BAY COUNTY DEPARTMENT OF CRIMINAL DEFENSE

Mark E. Janer P34342  
Chief Defense Attorney

Kenneth M. Malkin P36574  
Criminal Defense Attorney

September 6, 2006

RICHARD BYRNE  
PERSONNEL/JUDICIAL COMMITTEE  
515 CENTER AVENUE  
BAY CITY MI 48708

Dear Mr. Byrne:

## 2005 & 2006 Cost of Assigned Counsel Comparison

	Jan'06	Jan'05	Feb'06	Feb'05
Criminal Defendants				
Assigned	237	187	198	161
OCD	187(79%)	158(84%)	152(77%)	139(86%)
Private Counsel	50(21%)	29(16%)	46(23%)	22(14%)
Atty fees - Circuit Ct	\$354	\$318	\$774	\$2,990
Atty fees - District Ct	\$55	\$2,940	\$1,265	\$1,322

	Mar'06	Mar'05
Criminal Defendants		
Assigned	198	167
OCD	173(87%)	134(80%)
Private Counsel	25(13%)	33(20%)
Atty fees - Circuit Ct	\$20,557	\$9,938
Atty fees - District Ct	\$7,733	\$7,437

	Apr'06	Apr'05	May'06	May'05
Criminal Defendants				
Assigned	210	188	233	171
DCD & DPD	190(90%)	126(67%)	217(93%)	131(77%)
Private Counsel	20(10%)	62(33%)	16(7%)	40(23%)
Atty fees - Circuit Ct	\$20,557	\$9,938	\$20,690	\$12,087
Atty fees - District Ct	\$7,733	\$7,437	\$4,030	\$5,394

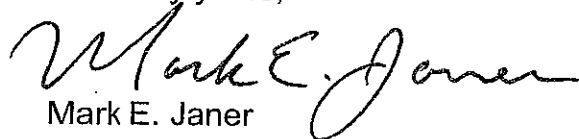
	Jun'06	Jun'05	Jul'06	Jul'05
Criminal Defendants				
Assigned	248	196	185	177
DCD & DPD	231(93%)	166(85%)	178(96%)	151(85%)
Private Counsel	17(7%)	30(15%)	7(4%)	26(15%)
Atty fees - Circuit Ct	\$11,974	\$23,430	\$17,961	\$12,721
Atty fees - District Ct	\$10,853	\$7,824	\$2,373	\$5,416

	2006 Jan-July	2005 Jan-July	
Criminal Defendants			
Assigned	1509	1247	+21%
OCD(DCD & DPD)	1328(88%)	1005(81%)	+32%
Mo. Aver. per Atty	38	29	+31%
Private Counsel	181(12%)	242(19%)	-25%

Note: OAC pays 2005 fees for private counsel until February 28, 2006. On April 1, 2006, the Office of Criminal Defense(OCD) was divided into two separate offices and began functioning as the Department of Criminal Defense (DCD) and the Department of Public Defender(DPD). If there is a need for further information, please feel free to contact me.

I remain

Sincerely yours,



Mark E. Janer

Chief Defense Attorney Department of Criminal Defense

cc Mr. Thomas Hickner

Mr. Ken Petersen

Ms. Kathryn Fehrman

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**John E. Miller**  
**Sheriff Of Bay County**

Michael T. Janiskee  
Undersheriff

Newt Jerome  
Jail Administrator



TO: Ken Petersen  
Personnel Director

FROM: Sheriff John E. Miller *JEM*

DATE: August 31, 2006

RE: Mandated CFO Position

**BACKGROUND:** There will be a vacant position due to an opening of a full time/with full benefit Correctional Facility Officer (CFO) at the Sheriff's Office. This CFO position is budgeted for in the 2006 County Budget.

**FINANCE/ECONOMICS:** Our 2006 budget has funds allocated for this mandated position of CFO. The rate of pay for a full-time/with benefits position is \$14.60 per hour and is under the contract of the Police Officers Labor Council (POLC).

**RECOMMENDATION:** Due to an opening effective August 31, 2006, we need to fill a Correctional Facility Officer (CFO) position, this is a mandated position. Your cooperation and assistance to conduct necessary budget adjustments when required is greatly appreciated in filling this position in order to maintain minimum shift staffing and reducing cost for overtime wages.

CC: Jail Administrator Jerome  
Undersheriff Michael T. Janiskee  
Richard Byrne, Chairman of Personnel/Judicial  
Kim Priessnitz, Budget Supervisor  
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# BAY COUNTY

(989) 895-4051 • FAX (989) 892-3744

**911 Central Dispatch**

1228 Washington Ave., Bay City, MI 48708

**Katherine A. Hamme**  
Director

**Thomas L. Hickner**  
County Executive

August 17, 2006

Thomas Hickner, County Executive  
515 Center Avenue  
Bay City, MI 48708

Dear Mr. Hickner:

On behalf of Bay County 9-1-1 Advisory Board I would like to recommend to Mr. Hickner and the Board of Commissioners that Mike Krawczyk's position be replaced immediately. We also believe that it is imperative that his position remains in Central Dispatch. New World Systems is a complicated AS400-BASED system that requires continuous maintenance. Removing this position from Central Dispatch would be to the detriment of the citizens of Bay County.

Allowing this position to go unfilled for any length of time would be very costly to Bay County each time we would have to call New World Systems to come and correct any software problems. The funding for half of this position comes from the Central Dispatch budget.

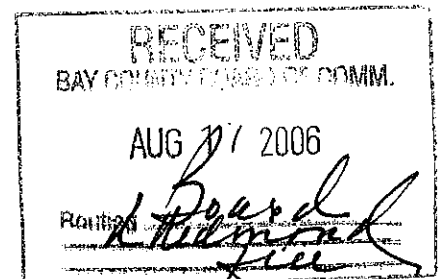
Please consider our recommendation to replace Mike Krawczyk immediately and to maintain his position at Central Dispatch.

Sincerely,

*Gerald Runde*

Gerald Runde  
Vice Chairman, 911 Technical Committee

cc: Michael Gray  
Ken Petersen  
Bay County Board of Commissioners



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*John E. Miller*  
*Sheriff Of Bay County*

Michael T. Janiskee  
Undersheriff

Newt Jerome  
Jail Administrator



August 23, 2006

Commissioner Richard Byrne  
Chairman of Personnel and Judicial Committee  
Bay County Board of Commissioners  
515 Center Avenue  
Bay City, MI 48708

Dear Commissioner Byrne,

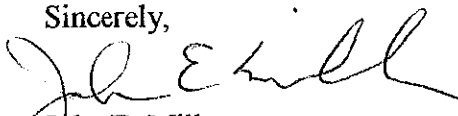
Please be advised that the ISD position presently assigned to Central Dispatch and the Sheriff Department is soon to be vacant. Mike Krawczyk's departure for another position outside Bay County will leave a critical void in service to both the Sheriff's Office as well as Central Dispatch.

Please take whatever steps necessary to expedite the replacement of this position and also be advised that in as much as we share the cost of this position with Central Dispatch, that this critical asset remain at the dispatch center office.

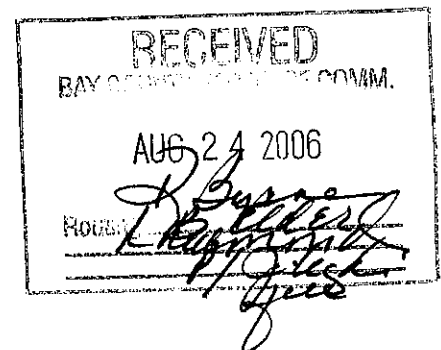
As you are aware, we have recently been awarded a COPS Federal Grant in the amount of \$196,000 to purchase and install Mobile Data Terminals in our patrol vehicles as well as all other county Police Departments that do not presently have them. Furthermore we are exploring alternatives to our present New World System, which has proven to be costly and somewhat unreliable at times. It is my opinion that an on site person would be quite valuable in these projects. Please take these factors into consideration when your committee takes action regarding Tech Support for our department.

Thank you for your consideration regarding this matter and if you have questions, please contact me.

Sincerely,

  
John E. Miller  
Sheriff of Bay County

CC: Thomas Hickner, County Executive  
Michael Gray, Assistant County Executive  
Ken Petersen, Personnel Director  
Robert Super, ISD Director  
File Copy



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Ls/ISDposition

Phone: (989) 895-4050

*Public Safety Depends On You!*  
503 Third Street, Bay City, Michigan 48708

Fax: (989) 895-4058



**DATE:** 9/14/2006  
**TO:** KENNETH PETERSEN, PERSONNEL DIRECTOR  
**CC:** MARILYN LAURUS, JOEL STRASZ, BARBARA KRAYSCIR, TOM HICKNER, MARTY FITZHUGH, MICHAEL GRAY, MICHAEL REGULSKI  
**FROM:** BARBARA MACGREGOR, HEALTH DIRECTOR  
**RE:** WOMEN, INFANTS AND CHILDREN PROGRAM (WIC) OUTREACH WORKER/TYPIST CLERK II

---

I am requesting the following position be placed on the upcoming Personnel/Judicial Committee agenda:

Full-time, 40 hours per week, W.I.C. Screening Technician TU05  
in the Full-time Steelworker unit

This vacancy is due to the previous Screening Technician retiring.

This position is 100% grant-funded.

Thank you for your attention to this matter.

**BAY COUNTY BOARD OF COMMISSIONERS****10/10/06****RESOLUTION**

BY: PERSONNEL/JUDICIAL COMMITTEE (9/19/06)

RESOLVED By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following budgeted full time/part time/temporary/seasonal or co-op positions/vacancies, monies for said positions to come from the respective departmental budgets:

- a. Division on Aging - Driver (pt)
- b. Buildings and Grounds - Community Center Attendant (pt)
- c. Office of Criminal Defense, Unit "B" - Defense Attorney (ft)
- d. Sheriff Department - Correctional Facility Officer (ft)
- e. Information Systems Division - Technical Services Coordinator (ft)
- f. Health Department - Screening Technician (ft)

RESOLVED That the Chairman of the Board is authorized to sign contracts/agreements/documents that may be required for certain position(s); Be It Further

RESOLVED That it is clearly understood that any positions funded through a grant shall be terminated if grant funding is terminated.

RICHARD L. BYRNE, CHAIR  
AND COMMITTEE

Vacancies - October - 2006

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Richard L. Byrne				Dawn A. Klida				Brian K. Elder			
Patrick H. Beson				Ernie Krygier				Eugene F. Gwizdala			
Vaughn J. Begick				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_  
VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_  
AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_

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# BAY COUNTY BOARD OF COMMISSIONERS

## 10/10/06

### RESOLUTION

BY: PERSONNEL/JUDICIAL COMMITTEE (9/19/06)

WHEREAS, A recent reorganization plan submitted by the Bay County Executive was approved by the Board of Commissioners on July 11, 2006 (res. no, 2006-129); and

WHEREAS, As a result of the reorganization, duties pertaining to the Animal Control Department were assigned to Mosquito Control personnel; Therefore, Be It

RESOLVED By the Bay County Board of Commissioners that, effective\_\_\_\_\_, the following positions are reclassified as follows:

Mosquito Control Director to MB10, 3 year level (from MB09, 4 year)

Mosquito Control Supervisor to MB09, 2 year level (from PB06, 3 year)

RICHARD L. BYRNE, CHAIR

AND COMMITTEE

Reclassifications-MosquitoControl

MOVED BY COMM.\_\_\_\_\_

SUPPORTED BY COMM.\_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Richard L. Byrne				Dawn A. Klida				Brian K. Elder			
Patrick H. Beson				Ernie Krygier				Eugene F. Gwizdala			
Vaughn J. Begick				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS\_\_\_\_\_ NAYS\_\_\_\_\_ EXCUSED\_\_\_\_\_

VOICE: YEAS\_\_\_\_\_ NAYS\_\_\_\_\_ EXCUSED\_\_\_\_\_

DISPOSITION: ADOPTED\_\_\_\_\_ DEFEATED\_\_\_\_\_ WITHDRAWN\_\_\_\_\_

AMENDED\_\_\_\_\_ CORRECTED\_\_\_\_\_ REFERRED\_\_\_\_\_